COOPERATIVE HOMESTART

COOPERATIVE HOUSING OVERVIEW

MANITOBA JOBS FUND

WORKING WITH
MANITOBANS
TO DEVELOP
AFFORDABLE HOUSING

MANITOBA JOBS FUND

The Manitoba Jobs Fund is working with Manitobans to develop a stronger, more vibrant economy.

It supports and stimulates a wide variety of projects and programs in important areas of the provincial economy which have the greatest potential for long-term growth. In doing so, the Jobs Fund helps to create and maintain jobs while providing a base and stimulus for future economic growth and development.

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Honourable Eugene Kostyra
Chairperson
Manitoba Jobs Fund

WHAT DO YOU MEAN "COOPERATIVE"?

There are over 400 cooperatives in Manitoba which come in many sizes and types. Whether it is a housing cooperative, cooperative day care, credit union, food store, fishing cooperative, caisse populaire or a cablevision cooperative, all are organized with many of the same features. These include:

1. Cooperatives are organized by at least three people who have a common goal.

2. Membership is voluntary and open to anyone who wishes to join.

3. When profits are earned, this money is either put back into the cooperative or divided fairly amongst the members.

4. Cooperatives keep their members informed through meetings, newsletters and special events.

5. Cooperatives are encouraged to support each other.

6. Members of cooperatives can participate in decisions about their cooperatives operations. All decisions are based upon the principle of one member-one vote.

HOUSING COOPERATIVES...

Housing cooperatives are organized to meet a real need we all have...shelter.

Cooperative housing is owned and controlled by people who wish to live in affordable housing where they have some say in decisions about maintenance, rent and services.

There are two different approaches to starting cooperative housing. The first and most common in Manitoba is the **"Continuing"** housing cooperative. The second is the **"Building"** housing cooperative.

CONTINUING HOUSING COOPERATIVES

SO WHAT ARE CONTINUING HOUSING COOPERATIVES?

Here, the housing units are owned by all of the members. No member owns his/her residence, however, each owns a part of the total housing of the cooperative through the purchase of shares. Shares are purchased as part of membership, and a refund can be applied for if the member moves.

WHAT ARE THE BENEFITS OF CONTINUING HOUSING COOPERATIVES?

Continuing housing cooperatives offer affordable housing, with both the security of ownership and the flexibility of leasing. If you must move, you can usually do so fairly quickly by applying for a share refund.

Further, continuing housing cooperatives are controlled by their members. Policy decisions are made by the cooperative's members as a group or through an elected Board of Directors. As a member you are entitled to participate in making your cooperative a better place to live for you and your family.

Continuing Housing cooperatives generally have stable rents for their members. Because the housing is for the members benefit, and not to make a profit for a developer, there is no incentive to change rents with shifts in the market or the availibility of housing.

Finally, a housing cooperative is a community. Many have recreational facilities, day care and other services near by. Everyone is an owner as well as a resident and members are usually friendly, helpful and willing to take care of their homes and community.

WHO CAN LIVE IN A CONTINUING HOUSING COOPERATIVE?

Anyone who wishes to become a member can join a continuing housing cooperative.

Cooperative housing has served thousands of Manitobans from a wide variety of backgrounds and incomes. Single people as well as large and small families, people with special housing needs such as seniors or the handicapped, and those at all income levels have found that cooperative housing is the "affordable alternative".

WHERE DO CONTINUING HOUSING COOPERATIVES EXIST?

There are many continuing housing cooperatives in Manitoba. In some cases the housing cooperative is an individual house with a number of people living together. In other instances continuing housing cooperatives may be multi-unit complexes such as Winnipeg's Seven Oaks Gardens, Pembina Woods Housing Cooperative or the Brandon Housing Cooperative.

HOW MUCH WILL IT COST TO LIVE IN A CONTINUING HOUSING COOPERATIVE?

Generally continuing housing cooperatives provide members with good quality housing at a reasonable price. In some cases, depending upon your income, there are rental subsidies available.

ANY OTHER IDEAS ON WHAT A CONTINUING HOUSING COOPERATIVE CAN BE?

Yes. New approaches to the development of continuing housing cooperatives in some urban settings have included the purchase and renovation of older apartment blocks and "warehouse" style buildings.

There is really no limit as to what a continuing housing cooperative can be....it's up to the members and their imagination.

WHEN CAN I MOVE INTO A CONTINUING HOUSING COOPERATIVE?

Because of the positive features of housing cooperatives many have waiting lists of several months. More exact information can be obtained by contacting individual housing cooperatives directly.

However, there are opportunities for you to get involved with organizing a housing cooperative to meet your housing needs...and there are Federal and Provincial Government programs and staff available to assist you.

Experience has shown that it usually takes two to three years to plan and build a new housing cooperative. Renovating an older apartment block or warehouse as a cooperative can take much less time.

BUILDING COOPERATIVES

WHAT ARE "BUILDING" COOPERATIVES?

A building cooperative is organized by a group of people who wish to develop housing together, but who wish to own their own homes or housing units after the construction is completed. In other words, the housing is developed cooperatively and upon completion, owned individually.

HOW DO BUILDING COOPERATIVES WORK?

First, a group of people decide that they would like to acquire property and undertake the development of housing together. This property could be vacant land or an older building which the cooperative would upgrade/convert into housing units.

In either case, the group would form a cooperative to purchase the property, contract for various professional services (i.e. design, contracting, legal etc.) and purchase construction supplies as a group.

By forming a cooperative, the group is able to take full advantage of its "bulk purchasing power" in negotiating with suppliers, contractors and others.

ANY OTHER FEATURES?

Yes. In some building cooperatives the members participate in the actual construction work itself. By helping each other out, members can reduce the overall costs of the cooperative. Because the member will be responsible for the financing of their own unit, they reduce the total costs by their individual efforts. This type of actual work involvement is often referred to as"**sweat equity**".

WHAT HAPPENS AFTER THE HOUSING IS READY?

Individual members would own their own housing after it had been developed cooperatively. They would be responsible for any ongoing financing related to the property such as a mortgage and any other ongoing responsibilities related to home ownership.

In some cases the members may decide to continue to operate the cooperative to provide other goods and services in the future. This could include consumer goods such as appliances and furniture or services such as landscaping. In other cases, general building maintenance, parking and other services may be organized in a cooperative manner, still allowing for the housing units to be owned by individuals.

Cooperative housing arranged in this manner would resemble a condominium development, except that the people who organized the development and arranged and planned the renovations would also be the owners and able to live in this housing at the actual cost of development.

WHAT HELP IS AVAILABLE TO DEVELOP A HOUSING COOPERATIVE?

Both the Government of Canada and the Province of Manitoba can provide assistance to groups or individuals who wish to organize a housing cooperative.

Professional staff are available to help a group organize a cooperative, seek out the necessary land or buildings and assist in the development of operating policies and other matters. Financial assistance through the Cooperative HomeStart Program of the Manitoba Jobs Fund is also available for organizational costs, professional fees, mortgage financing and rental subsidies.

For specific information on the various aspects of Cooperative HomeStart, please refer to the fact sheets included with this information guide or contact Cooperative HomeStart, 800-215 Garry Street, Winnipeg, Manitoba, R3C 3P3 or call 945-3682 Toll Free, 1-800-282-8069.

WHERE CAN A HOUSING COOPERATIVE BE LOCATED?

The location of any housing cooperative is really up to its members. Of course, all local zoning regulations must be followed and land or a building to renovate must be available for development.

WHO CAN ORGANIZE A HOUSING COOPERATIVE?

A housing cooperative can be organized by any group of people. Existing cooperatives, a non-profit community organization or municipality can also undertake the development of a housing cooperative.

HOW CAN I GET INVOLVED?

There are many ways to get involved with cooperative housing. If you are an individual who knows of a group of people who would be interested in forming a housing cooperative, you may wish to discuss the idea and contact Cooperative HomeStart .

If you are interested, but are not part of a group currently forming a housing cooperative, please contact us and we will let you know of any groups that may be starting in your community. If you represent a municipality or community organization, we can assist you in developing cooperative housing for your community or members.

You can reach the Cooperative HomeStart office by calling 945-3682, Toll Free 1-800-282-8069, or by writing to: Cooperative HomeStart, 800-215 Garry Street, Winnipeg, Manitoba, R3P 3P3

Manitoba
Cooperative
Development

Honourable Jay Cowan, Minister

Manitoba
Housing

Honourable John Bucklaschuk, Minister

MG 12388

COOPERATIVE HOMESTART

DEVELOPMENT STEPS

MANITOBA JOBS FUND

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MANITOBA JOBS FUND

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Chairperson
Manitoba Jobs Fund

DEVELOPMENT STEPS FOR A CONTINUING HOUSING COOPERATIVE UNDERTAKING THE CONSTRUCTION OF NEW HOUSING

INTRODUCTION

The development steps outlined here are presented in approximate chronological order, however in some instances two or more steps can be undertaken at the same time.

With the construction of new cooperative housing, Canada Mortgage and Housing Corporation, (C.M.H.C.) plays a vital role in determining whether there will be interest rate reduction and start-up assistance. The Complementary Assistance Program of Cooperative HomeStart has been designed to complement C.M.H.C. programs and, therefore, will only be available where there is C.M.H.C. support.

Manitoba Cooperative Development and Manitoba Housing will act as advocates and support the efforts of the cooperative.

GOVERNMENT ASSISTANCE AVAILABLE

FEDERAL

- Start-up assistance as detailed in Section 37.1 of the National Housing Act.
- Interest Reduction Grant as detailed in Section 56.1 of the National Housing Act.

PLEASE NOTE: changes to these programs are possible. Please check with Cooperative HomeStart staff to determine current applicability.

PROVINCIAL

- Cooperative HomeStart can provide start up assistance and resources to acquire professional assistance from Technical Resource Groups.
- Cooperative HomeStart can add to the Interest Reduction Grant through the Complementary Assistance Program.
- Manitoba Cooperative Development can provide incorporation and other early development assistance.

DEVELOPMENT STEPS

- Group forms and develops plans.
- Group incorporates and selects a Technical Resource Group.
- Application made for Cooperative HomeStart assistance to obtain the services of a Technical Resource Group.
- Application made for C.M.H.C. start up assistance.
- Preliminary need/demand study.
- Site selection and land acquisition.
- Select architect and lawyer.
- Preliminary design and estimates.
- Design and final estimates approval.
- Mortgage financing arrangement.
- Tenders for construction.
- Final approval and determination of interest rate grant.
- Construction starts.
- Management planning and marketing for expanded membership.
- Federal-Provincial grant details finalized.
- Cooperative finalizes details of complementary assistance under Cooperative HomeStart.
- Construction completed.
- Members move in and operations begin.
- Provincial and Federal interest rate reduction assistance commences.
- Final mortgage drawn and development costs audited.
- Annual monitoring procedures instituted.

FOR FURTHER INFORMATION

Additional information on the the above development steps is available from staff at:

- Cooperative HomeStart, 800-215 Garry Street, Winnipeg, Manitoba, R3C 3P3. Telephone 945-3682, Toll Free 1-800-282-8069.
- Canada Mortgage and Housing Corporation, 870 Portage Avenue, Winnipeg, Manitoba, R3G 0N8.

DEVELOPMENT STEPS FOR A CONTINUING COOPERATIVE UNDERTAKING THE RENOVATION/CONVERSION OF AN OLDER BUILDING

INTRODUCTION

The development steps outlined here are presented in approximate chronological order, however, two or more steps can be undertaken at the same time in some instances. In other cases, the project cannot proceed until a particular step is completed.

Each step in the process has many sub-sections and these may vary from project to project.

GOVERNMENT ASSISTANCE AVAILABLE

FEDERAL

In some instances, the Residential Rehabilation Assistance Program (R.R.A.P.) may apply.

PROVINCIAL

- Cooperative HomeStart may be able to provide start-up grants under the Technical Resource Assistance program.
- Cooperative HomeStart may be able to provide mortgage financing under the Renovations and Conversions program

DEVELOPMENT STEPS

- Group forms and develops plans.
- Group incorporates and selects a Technical Resource Group.
- Application made for Part A of Cooperative HomeStart assistance to secure Technical Resource Group help.

- Preliminary study of suitable buildings.
- Initial feasibility of project undertaken.
- Select architect, engineer and lawyer.
- Make an option to purchase.
- Undertake detailed examination of the project.
- Application made for Part B of Cooperative HomeStart assistance for Technical Resource Group.
- Final estimates and project design completed.
- Mortgage financing and other arrangements undertaken to ensure viability.
- Tenders for renovation/conversion work called.
- Final approval.
- Purchase building.
- Renovation/conversion work starts.
- Management planning and marketing for expanded membership.
- Provincial assistance and mortgage documentation finalized.
- Renovation/conversion work completed.
- Members move in and operations begin.
- Final mortgage drawn and development costs audited.
- Annual monitoring procedures instituted.

FOR FURTHER INFORMATION

Additional information on the the above development steps is available from staff at Cooperative HomeStart, 800-215 Garry Street, Winnipeg, Manitoba, R3C 3P3. Telephone 945-3682, Toll Free 1-800-282-8069.

ASSISTANCE AVAILABLE FROM MANITOBA COOPERATIVE DEVELOPMENT

INTRODUCTION

Manitoba Cooperative Development can help any group wishing to form a cooperative with various forms of assistance. These include:

TRAINING

- Cooperative organizational structure
- Board roles, responsibilities, liability and functions
- Conduct, procedures and content of board meetings
- Board relationship with management, staff and members
- Communications

FINANCIAL MANAGEMENT INCLUDING THE DEVELOPMENT AND USE OF

- Operating budgets
- Cash flow forecast
- Proforma balance sheet
- Capital budget
- General budgetary procedures and financial management
- Control systems

CONSULTING SERVICES

- Assistance with the co-ordination of Government contacts and involvement
- General consulting service on matters related to operational, managerial or membership matters.

FOR FURTHER INFORMATION

Additional information on the various services of Manitoba Cooperative Development can be obtained by calling 945-3682 Toll Free, 1-800-282-8069 or writing to Manitoba Cooperative Development, 800-215 Garry Street, Winnipeg, Manitoba, R3C 3P3.

Manitoba Cooperative Development

Honourable Jay Cowan, Minister

Manitoba Housing

Honourable John Bucklaschuk, Minister

MG 12380

COOPERATIVE HOMESTART

PROGRAM DETAILS

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1. COMPLEMENTARY ASSISTANCE

GOALS:

This program will assist in making cooperative housing more affordable to families of all income levels and improve the viability of new housing cooperatives in Manitoba. The Complementary Assistance Program will provide groups undertaking the construction of new housing cooperatives with additional financial assistance to that which is provided by the Canada Mortgage and Housing Corporation.

WHAT ASSISTANCE IS AVAILABLE?

Currently C.M.H.C. provides ongoing financial assistance for new construction projects in the form of mortgage interest writedowns to reduce interest rates to as low as 2%. This has the effect of lowering the occupancy charge (rent) to members to the lower end of market rents for similar housing in the community.

The Cooperative HomeStart Complementary Assistance Program will provide additional support to a maximum of 25% of the annual C.M.H.C. contribution. This is then used by the cooperative to enhance the viability of the project and to further reduce the occupancy charge to those members who would otherwise be paying too high a proportion of their income for housing.

HOW CAN YOU APPLY FOR ASSISTANCE?

Groups interested in learning more about this program should contact Cooperative HomeStart, 800-215 Garry Street, Winnipeg, Manitoba. R3C 3P3 or call 945-3682, Toll Free 1-800-282-8069.

Funding will be available to groups currently organizing cooperative housing or groups which may undertake activity until March 31, 1985.

2. RENOVATIONS OR CONVERSIONS

Two types of housing cooperatives will be served by this component of Cooperative HomeStart.

These are:

A) Continuing Housing Cooperatives

B) Building Cooperatives

(An explanation of these two approaches to cooperative housing is contained in the Cooperative HomeStart Information Guide available from the Cooperative HomeStart office.)

GOALS:

In order to encourage the rehabilitation of existing older housing and the conversion of existing under utilized non-residential buildings to residential use, financial assistance in the form of a loan at a reduced interest rate will be made available to continuing housing cooperatives or building cooperatives who wish to participate in this program.

It is anticipated that this program will be of particular interest in the core area of Winnipeg and other cities in Manitoba where there are older buildings. Based upon experience in other centres, older buildings have been successfully renovated into unique housing environments, thereby preserving their rich heritage.

It should be noted that cooperatives shall be encouraged to provide accommodation specifically designed for the use of paraplegic members.

WHAT ASSISTANCE IS AVAILABLE?

For groups undertaking the development of **continuing housing cooperatives**, where the cooperative is undertaking the acquisition and conversion/renovation of an older building, financing would be available in the form of an "open" first mortgage to cover 100% of the allowable project costs and interest rates would be available at 11½% for a seven year term, based upon an amortization of 25 years.

At the end of the first term, it is normally expected that the mortgage will be refinanced privately. In the event that private refinancing is not available, the term may be renewed.

Additional operating assistance may be available to enhance the viability of the project and to reduce the occupancy charge to those members who would otherwise be paying too high a proportion of their income on housing.

Total acquisition and conversion/renovation costs will vary depending upon the condition of the building, location and other factors; however, the allowable mortgage loan from Cooperative HomeStart will not exceed $35,000 per unit of housing created for multiple unit projects. A minimum of $10,000 per unit must be expended on renovations. There is no minimum equity requirement.

Continuing housing cooperatives which buy and renovate a single family older home for occupancy by five or more unrelated persons will be eligible for loan assistance of up to 90% of the project costs to a maximum mortgage of $90,000 based upon a seven year term amortized over 25 years utilizing an "open" mortgage at an interest rate of 11½%. In this case, a loan would not be based upon a "per unit" allocation, but would be of an amount to assist in developing modest accommodation for persons of modest income and reflect the amount of renovations required by the cooperative to upgrade the older home. Again, a minimum of $10,000 per unit in renovation is required. Terms of financing, other than the equity requirement, are the same as for the multiple-unit program. However no additional operating assistance is available under the single unit program.

Although there is no ''maximum unit price'' as such, any additional capital required would be the responsibility of the cooperative. It is anticipated that other programs which provide financial assistance for housing such as the Residential Rehabilitation Assistance Program (R.R.A.P.), and the Core Area Housing Program would be used by cooperatives in undertaking this type of development.

3. TECHNICAL RESOURCE GROUP ASSISTANCE

GOALS:

To provide financial assistance for the initial promotion, planning and development work which is required by a group organizing a housing cooperative.

This assistance may be made available in addition to any financial support received from C.M.H.C. or any other source.

It is anticipated that this financial assistance will be used by cooperatives in acquiring the professonal help needed to undertake the necessary planning, feasibility studies and organizational work which is required to make a housing cooperative a long term success.

This financial assistance will be made available for both new construction and the renovation/conversion of existing buildings into residential units. Further, this assistance will be available to both continuing and building cooperatives. (An explanation of these two approaches to cooperative housing is contained in the Cooperative HomeStart Information Guide avilable from Cooperative HomeStart).

Finally, where this assistance leads to the successful development of a housing project, Cooperative HomeStart reserves the right to incorporate up to the full amount of this financial assistance into the mortgage.

WHAT ASSISTANCE IS AVAILABLE

Assistance under this program will be allocated in two parts;

Part A - Project Organization and Identification

1. Part A is generally intended to:
   (a) assist a cooperative to develop its capability to undertake and manage a proposed project: and
   (b) permit a high level definition of a proposed project and prepare appropriate applications to C.M.H.C. and/or Cooperative HomeStart (see Part B-Project feasibility).

2. Applicants must be incorporated cooperatives who have entered into acceptable agreements with appropriate technical resource groups to perform specific activities.

3. **For new construction projects,** approved applicants are eligible for a grant of up to $5,000 for the following activities for new construction projects:
   (a) organization and development activity including:
      - incorporation papers
      - by-laws
      - management plan
   (b) Client group identification
   (c) Preliminary need/demand assessment
   (d) Proposed project size
   (e) Conceptual design
   (f) Proposed site identification
   (g) Other functions associated with the research and documentation of project feasibility.

4. **To acquire and renovate an existing property** with financing from the Acquisition and Renovation/Conversion program of Cooperative HomeStart, approved applicants are eligible for a grant of up to $5,000 for the following activities:
   (a) "a" through "d" as in new construction (above)
   (e) Proposed building identification
   (f) Conceptual design where applicable
   (g) As in ''g'' in new construction (above)

Part B-Project Feasibility

1. Part B is generally intended to provide assistance to cooperatives to determine project feasibility for the acquisition and renovation of existing buildings.

2. Approved applicants intending to acquire and renovate an existing property with Provincial funding are eligible for a grant of up to $12,500 for the following activities which, where applicable, will be developed in consultation with Manitoba Housing and Manitoba Cooperative Development.
   (a) Determination of need and demand
   (b) Exploration of mortgage financing options
   (c) Housing acquisition techniques
   (d) Titles and permits research
   (e) Engineering feasibility study
   (f) Preparation of preliminary specifications and drawings
   (g) Options/offers to purchase
   (h) Membership education
   (i) Marketing
   (j) On-going group organization and development
   (k) Initial economic feasibility
   (l) Application for mortgage

WHO CAN APPLY FOR ASSISTANCE?

Eligible applicants are housing cooperatives incorporated under The Cooperatives Act of Manitoba, and include:

(a) Housing cooperatives who are planning new construction.
(b) Cooperatives planning to develop housing units under the "Acquisition and Renovation" component of Cooperative HomeStart.
(c) Building cooperatives who purchase and renovate an existing building for conversion to individual ownership (condominiums).

Non-Profit groups who wish to develop cooperative housing who are not incorporated as a cooperative will be required to form a cooperative to receive assistance under this program. Further information on incorporation steps and requirements can be obtained from Cooperative HomeStart.

HOW TO APPLY FOR ASSISTANCE?

Cooperatives wishing to apply for assistance under this program are advised to contact Cooperative HomeStart, 800-215 Garry Street, Winnipeg, Manitoba, R3C 3P3, or call 945-3682, Toll Free 1-800-282-8069.

For groups wishing to use the **building cooperative** approach, financing of up to 90% of project costs at a rate of 11½% utilizing an "open" mortgage, would be available for a 5 year term, based upon an amortization of 25 years. Again, it is normally expected that at the end of the first term, the mortgage will be refinanced privately. In the event that private refinancing is not available, the term may be extended.

Total acquisition and conversion/renovation expenses may exceed $35,000 per unit; however the maximum mortgage loan from Cooperative HomeStart will not exceed $35,000 per unit.

In this situation, any additional financing will be the responsibility of the cooperative members as they will own their own housing unit.

ELIGIBLE BUILDINGS

Buildings which will be considered eligible must have been built in 1960 or earlier. Upon completion of the renovations, buildings must meet all Provincial and Municipal building, safety, health and zoning codes and have a reasonable likelihood of lasting for a further 25 years with proper maintenance.

HOW CAN YOU APPLY FOR ASSISTANCE?

Cooperatives or groups of individuals wishing to apply for assistance should apply directly to Cooperative HomeStart, 800-215 Garry Street, Winnipeg, Manitoba, R3C 3P3 or call 945-3682, Toll Free 1-800-282-8069.

Applications will be accepted from groups currently organizing cooperative housing or groups which may form housing cooperatives in the future. The deadline for applications will be March 31, 1985.

CAUTION:

It should be noted that available program assistance is always subject to budgeting limitations.

Manitoba
Cooperative
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Honourable Jay Cowan, Minister

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Honourable John Bucklaschuk, Minister

MG 12389